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# DEPARTMENT OF LAW

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# CITY ATTORNEY

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## MISSION STATEMENT

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The City Attorney's Office represents the City, school board and other boards, and commissions in all legal matters.

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## DEPARTMENT OVERVIEW

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The department defends its clients in all litigation, files suits on behalf of its clients, prepares sound legislation for consideration by City Council, provides impartial advice, prepares contracts and provides such other legal services as necessary.

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## BUDGET HIGHLIGHTS

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The total FY 2007 budget for the City Attorney's Office is \$3,650,900. This is a \$320,400 increase over the FY 2006 budget. This 9.6 percent increase is attributable to staff transfers and personnel service increases such as health, group life, and retirement.

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## KEY GOALS AND OBJECTIVES

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The City Attorney's Office represents the City, school board, and other boards and commissions in litigation. The department also provides all who seek counsel and support with professionally correct, impartial, timely, innovative and understandable advice and service.

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## PRIOR YEAR ACCOMPLISHMENTS

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- Negotiated and prepared all contracts
- Prepared all ordinances and selected state statutes and other instruments in writing for the City, school board, and other boards and commissions
- Handled all civil litigation for the City, school board, and other boards and commissions
- Prosecuted criminal violations concerning all City ordinances
- Rendered such opinions as were required by the director of any department or any officer of a board or commission of the City on matters of law involving their respective powers and duties
- Collected \$4,799,744 from January 1, 2005, through December 31, 2005. The collection activity takes less than ten percent of the City Attorney's time yet recovers virtually all of its expenses

## Expenditure Summary

	<b>FY 2004 ACTUAL</b>	<b>FY 2005 ACTUAL</b>	<b>FY 2006 APPROVED</b>	<b>FY 2007 APPROVED</b>
Personnel Services	2,661,049	2,912,491	2,876,046	3,205,294
Materials, Supplies and Repairs	71,128	70,165	71,406	62,558
General Operations and Fixed Costs	257,217	216,816	348,300	338,300
Equipment	-	-	-10,000	-
All-Purpose Appropriations	46,818	86,861	44,748	44,748
<b>TOTAL</b>	<b>3,036,212</b>	<b>3,286,333</b>	<b>3,330,500</b>	<b>3,650,900</b>

## Programs & Services

	<b>FY 2005 ACTUAL</b>	<b>FY 2006 APPROVED</b>	<b>FY 2007 APPROVED</b>	<b>POSITIONS</b>
Negotiate and prepare all contracts, prepare all ordinances and proposed state legislation and other instruments in writing for the City, School Board, and other boards and commissions; handle all civil litigation for the City, School Board, and other boards and commissions; prosecute criminal violation of all City ordinances, violations of all City ordinances; render such opinions as may be requested by any department or any officer of a board or commission of the City; and provide such other advice and support as needed.	<b>3,286,333</b>	<b>3,330,500</b>	<b>3,650,900</b>	<b>38</b>
<b>TOTAL</b>	<b>3,286,333</b>	<b>3,330,500</b>	<b>3,650,900</b>	<b>38</b>

## Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2006 Positions	Change	FY 2007 Positions
Assistant City Attorney I	LAW01	49,712	79,042	1	2	3
Assistant City Attorney II	LAW02	58,226	92,576	5		5
Assistant City Attorney III	LAW03	68,253	108,523	2	-2	0
Business Manager	MAP08	42,207	67,471	1		1
Chief Deputy City Attorney	LAW07	89,119	141,700	1		1
City Attorney	CCA03	125,660	199,800	1		1
Claims Adjuster II	MAP08	42,207	67,471	1	-1	0
Criminal Docket Specialist	OPS10	31,504	50,362	1		1
Deputy City Attorney I	LAW04	75,917	120,709	3	2	5
Deputy City Attorney II	LAW05	80,077	127,324	5	-1	4
Legal Administrator	MAP11	51,040	81,597	1		1
Legal Assistant	OPS12	37,053	59,232	1		1
Legal Executive Coordinator	MAP09	44,932	71,833	1		1
Legal Secretary I	OPS08	26,885	42,978	3		3
Legal Secretary II	OPS10	31,504	50,362	5		5
Messenger/Driver	OPS03	18,384	29,392	1		1
Paralegal	OPS10	31,504	50,362	0	1	1
Paralegal Claims Investigator I, LD	OPS12	37,053	59,233	0	1	1
Paralegal Claims Investigator II, LD	MAP13	40,239	64,330	0	1	1
Paralegal Claims Investigator	OPS12	37,053	59,233	1	-1	0
Senior Deputy City Attorney	LAW06	84,474	134,314	1		1
Support Technician	OPS06	23,029	36,814	1		1
<b>TOTAL</b>				<b>36</b>	<b>2*</b>	<b>38</b>

\* One Paralegal and one Deputy City Attorney were transferred from the Department of Human services to the City Attorney, effective 10/21/2005.

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